

The 2015 Prequalification Process – Question & Answers

1. What has changed for the 2015 prequalification process compared to the 2014 process?
 1. For 2015, a streamlined (or reduced) submission is an available option for firms who were prequalified in any categories for 2014.
 2. The following categories have been removed, reducing the number of categories from 18 down to 15:
 - Claims Analysis
 - Coatings Inspection
 - Environmental Compliance (Asbestos & Paint)
2. Why were the Claims Analysis, Coatings Inspection and Environmental Compliance (Asbestos & Paint) categories removed? How will the Department solicit for these services in the future? *These categories were removed due to their infrequent use. When the Department has a need for these services in the future, solicitations will be published via legal notices in newspapers, trade publications, and on-line (DOT and DAS websites). A firm's qualifications will be assessed based on information contained in your proposal during the selection process.*
3. I was prequalified in some categories for the 2014 calendar year. Can I submit a reduced application? *Yes. You may submit a reduced application for those categories which you were prequalified for in the 2014 calendar year.*
4. My firm was NOT prequalified for any categories in 2014. Can I submit an application for 2015? *Yes, regardless of calendar year, the agency will accept prequalification applications from new firms or for firms who are requesting additional categories. These applications will require a full submission.*
5. My firm was prequalified last year. Do I need to submit a prequalification application? *Yes. Prequalification by CTDOT is a yearly process. Every year, all firm's prequalification's expire at the end of that calendar year. An application must be submitted to the Department by November 15 of each calendar year for prequalification in the upcoming calendar year.*
6. My firm was prequalified for some categories in 2014; however, there are additional categories which we desire for 2015. Can we request additional categories for the 2015 calendar year? *Yes. In this case, the application will consist of a 'reduced' package for your existing categories, and a full package for the new categories.*
7. My firm was NOT prequalified for any categories in 2014. What should my full prequalification package consist of? *A complete prequalification submission consists of the following documents, in the following order:*
 1. Cover Letter which identifies the specific categories your firm is requesting.
 2. 2015 Category Checklist (2 copies) – make sure this matches the categories listed in the cover letter. One copy stays with your application; the other copy is used internally by the Department.
 3. Annual Prequalification Submittal Form (rev 9/14) – must be completed and signed (electronic signatures are acceptable).
 4. Prequalification Categories with cover pages and project backup – Each category should have its own Prequalification Category Cover Page, which lists the person who will be 'In Responsible Charge,' as well as other Key Personnel, followed by project examples which describe your firms relevant experience over the past five (5) years. The personnel listed must only be those who are most likely to be used on CTDOT projects. NOTE: It is very helpful if tabbed dividers are used to identify where the Category Cover pages are in the submission.
 5. Resumes – This should be a separate section, compiled in alphabetical order, by last name, of all the staff listed on the Prequalification Category Cover Page(s). The resumes must contain the information listed on the Personnel Resume document.
 6. Licenses, Certifications and Registrations – This should be the final section. Any corporate licenses should be first, followed by individual licenses/certifications in alphabetical order by last name. NOTE: Proof of DBE/SBE certification is not required.

8. My firm was prequalified for specific categories in the 2014 calendar year. We will not be requesting any additional categories for the 2015 calendar year. What should a 'reduced' submission consist of? *A reduced prequalification submission consists of the following documents, in the following order:*
1. Cover Letter which identifies the specific categories your firm is requesting.
 2. 2015 Category Checklist (2 copies) – make sure this matches the categories listed in the cover letter. One copy stays with your application; the other copy is used internally by the Department.
 3. Annual Prequalification Submittal Form (rev 9/14) – must be completed and signed (electronic signatures are acceptable).
 4. Prequalification Category Cover Page(s) – Each category should have its own Prequalification Category Cover Page, which lists the person who will be 'In Responsible Charge,' as well as other Key Personnel who may be required to satisfy the necessary licensing/certification requirements of the category. The personnel listed must only be those who are most likely to be used on CTDOT projects. No project examples are required. NOTE: It is very helpful if tabbed dividers are used to identify where the Category Cover pages are in the submission.
 5. Licenses, Certifications and Registrations – This should be the final section. Any corporate licenses should be first, followed by individual licenses/certifications in alphabetical order by last name. NOTE: Proof of DBE/SBE certification is not required.
9. What happens if the employee I designate as 'In Responsible Charge', does not have a valid, current Professional Engineer (or Architect for Facility Design category) license in the State of Connecticut? *The person identified as 'In Responsible Charge' MUST currently retain the required Connecticut professional license. Expired licenses are not acceptable. Your firm will not be given the opportunity to revise the submission, and therefore will not be prequalified in that particular category.*
10. What happens if I forget to include one of the employee's licenses, or my corporate license, that was a requirement for a specific category, but the license is current and valid? *Your firm will be given the opportunity to submit proof of licensure during the Department's review period. New names cannot be added to your submission to correct missing licensing requirements for any category.*
11. What happens if I fail to sign the Annual Prequalification Submittal Form? *You will be given the opportunity to come to the Consultant Selection Office during the review period, and sign your form, OR send in a new, signed form. The form must contain an original or electronic signature. A copy or a pdf of a new signed form is not acceptable.*
12. Do I need to include the licenses, certifications, and registrations of ALL the individuals listed as 'Key Personnel' on the Prequalification Category Cover Page if they are redundant? *No. Duplicate licenses are not required. Once you have provided copies of current licenses/certifications which show that you have covered the necessary requirements for that category, you do not need to include any other person's license, certificate, or registrations which are duplicates for that category. NOTE: You should indicate on the Prequalification Category Cover Page which staff members have their licenses, certificates or registrations included by 'bold' typing their name or adding the note, "license included" next to their name. Refer to the Prequalification Category Descriptions and Requirements form for minimum licensing requirements.*
13. I am proposing a new "In Responsible Charge" person for a category which my firm was prequalified in for 2014. Do I need to submit the new person's resume? *No, resumes are only required when applying for a category which your firm was not prequalified for in the previous year.*
14. What business organizational structures require corporate licenses? *Any business registered as a corporation (including P.C.'s) must possess a professional corporate license for Engineering or Architecture. Engineering firms registered as LLC's must possess a professional corporate license. A strictly architectural firm registered as an LLC, does not require a corporate license. LLP's and Sole Proprietorships of either discipline are not required to retain a corporate license.*

15. Our firm name changed, albeit slightly, from last year's submission. Can we still utilize the 'reduced' application process? *No. Any name change to your firm, regardless of how slight, will require a full, complete application, which includes project examples/descriptions; proof of proper licenses/certifications/registrations; and resumes.*
16. What happens if I have all the required individual licenses required for a category, but not the required corporate license based on my business structure? *The appropriate corporate license is required to provide professional services to the Department. Without the appropriate license your firm will not be prequalified.*
17. Do firms who desire to only be sub-consultants on Department assignments need to be prequalified? *No. Sub-consultants do not need to be prequalified. Prequalification is only a requirement for those firms desiring to be a prime consultant on Department assignments.*